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AUSTRALASIAN LIVING HISTORY FEDERATION RISK ASSESSMENT – Appendix 2 Risk Management Plan

Introduction:

This document has been designed and reviewed by the ALHF for the use of and assistance to member groups of the ALHF. Member groups must, however, still undertake their own risk planning and should not rely exclusively on this document. A risk assessment must be employed at all ALHF member group public events, private events and for 'inter-group' events, including events run by a third party (eg. local festival, parade, display).

It is designed to encompass varying historical periods of member group activities, however the ALHF expects that member groups will have particular activities that need to be included in the analysis and that the relevance of various risks to different member groups will vary. Different locations will often also need their own assessment. Member groups are required to have their own risk assessments in place for events, and where they engage in controlled activities such as combat, firearms, archery, siege engines, wrestling (see the ALHF Approved Activities Statement) they must have a comprehensive set of safety regulations and rules that are submitted to the ALHF.

1. Likelihood/Probability (L/P on document)

Risk assessment considers two (2) main factors as follows:

- The likelihood that the task may result in injury, illness, loss or damage.
- The potential severity of that injury, illness, loss or damage.

The criteria by which likelihood is measured can be stated in one of the following ways:

Descriptor	Description	Descriptor	Description
Almost Certain	Is expected to occur in most circumstances	Almost Certain	Will occur once a year or more frequently
Likely	Will probably occur in most circumstances	Likely	Will occur once every three years
Possible	Might occur at some point	Possible	Will occur once every ten years
Unlikely	Could occur at some point	Unlikely	Will occur once every thirty years
Rare	May occur only in exceptional circumstances	Rare	Will occur once every 100 years

2. Consequences

Descriptor/ Level	Injury Description – Example	Proposed Action Description
Very Minor (Very Low)	Minor cuts, abrasions, bruising, no lost time, complete recovery.	Report, Investigate and record the incident. Where practical and or possible, amend procedure and or Manuals and training requirements.
Minor (Low)	Slight incapacity, minor strain or sprain, small burn, minimal absence from work	Report, Investigate and record the incident. Where practical and or possible, amend procedure and or Manuals and training requirements.
Moderate (Medium)	Concussion, impact/ collision, major burn, major cut, major strain, sprain, break, hearing impairment, some absence from work	Significant review of procedures, training, safety regulations and requirements Internal investigation required by ALHF, including competency. Any recommended Changes need to be implemented or relayed to relevant member group.
Major (Very high)	Severe incapacity, loss of limb/ sight, quadriplegia, major absence from work	As above. Serious Review and investigation also required by ALHF of member group management or committee with findings reported back to Event Organisers and Management, as well as ALHF Committee.
Catastrophic (Extreme)	Death	As above. Police notified immediately. Any other necessary requirements.

3a. Risk Matrix The following table illustrates the descriptors that may be used to combine the likelihood and consequences as outlined in the above tables.

Likelihood/Probability (L/P)	Consequences/Impact (C/I)				
	Very Minor	Minor	Moderate	Major	Catastrophic
Almost certain	M	M	E	E	E
Likely	L	M	H	E	E
Possible	L	L	M	E	E
Unlikely	L	L	L	H	E
Rare	L	L	L	H	H

3b. Risk Matrix Legend

E	Extreme risk; immediate action required	M	Moderate risk; Ensure Control Measures are in place
H	High risk; Control Measures in place and Organiser action required	L	Low risk; manage by case

RISK ASSESSMENT RECORD

In accordance with the measurement framework above, member groups should record their Risk Assessments of each activity on the form below.

Date _____

Event Name _____

(If Event) _____

Event Location _____

(If Event) _____

Assessment Team Names & Member Group	Position	Signatures

A. VENUE AND SITE MANAGEMENT RISKS WHERE PUBLIC IS IN ATTENDANCE

SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
Larger than anticipated crowds attend event	<ul style="list-style-type: none"> Overcrowding of site Limited parking Lack of toilet facilities Event crowd impacting on display areas Unauthorised entry 	Rare	Very Low	L	Liaise with Event Organisers re: <ul style="list-style-type: none"> Control of numbers entering through gate onto site Some street parking controlled by additional marshals Ensure crowd will not impinge on display arenas – implement additional safety measures where necessary (see Arena and viewing below) 	Event Organisers
VIPS	<ul style="list-style-type: none"> Security Concerns 	Possible	Low	L	<ul style="list-style-type: none"> Where VIPS are in attendance, consult with event organisers and VIP liaisons as to obligations and required procedures. 	Event Organisers
Cash and Valuables Risks	<ul style="list-style-type: none"> Snatch and Grab Armed Robbery 	Possible	Low	L	<ul style="list-style-type: none"> Ensure any monies secure and away from public view Where valuable items are on display or in use, ensure items are in view of/under care of group members at all times, secured away at other times If theft incident occurs, take note of person and give details to Police or Security 	Event Organisers or Member Group Officers

					<ul style="list-style-type: none"> In case of armed threat, do not intercede - allow money to be taken with details noted for Police 	
Power Leads	<ul style="list-style-type: none"> Electrocution from faulty cables Trip hazard 	Rare	Major	H	<ul style="list-style-type: none"> Power leads on the ground to be taped or covered to prevent tripping Where possible move leads overhead Power leads should be in good working condition, and have been tested and tagged 	Event Organisers or Member Group Officers
Trip Hazards	<ul style="list-style-type: none"> Cables, ropes, group equipment creates trip hazard 	Possible	Minor	L	<ul style="list-style-type: none"> Cables and ropes kept away from traffic areas Flags or markers where needed Ensure group members keep equipment stowed away when not in use 	Member Group Officers/Safety Marshal
Lost Children	<ul style="list-style-type: none"> Unattended child wanders into encampment 	Possible	Very low	L	<ul style="list-style-type: none"> Lost child protocol in place and adhered to Have two members of group at a time deal with lost children Do not take child out of public view Keep child safe while event organisers are contacted/two members to escort child to lost child services Refer ALHF Child Safety Policy 	Event Organisers or Member Group Officers
Aggressive or Disruptive Behaviour from Members of the Public	<ul style="list-style-type: none"> Viewer creates a dangerous situation by disrupting display Viewer demonstrates aggressive behaviour 	Rare	Moderate	L	<ul style="list-style-type: none"> Immediate contact with event organisers and security Contact police if dangerous behaviour continues Where possible do not engage where violence is threatened – contact police and note details If display is under way, cease display until situation is resolved 	Event Organisers/ Security/ Police
Main arena: Public viewing	<ul style="list-style-type: none"> Public Access into Display Combat Area Re-enactors into the crowd Arms/armor into the crowd eg; Broken shafts (axe heads flying off) Broken shields (shields designed to break in display) Losing grip on weapons 	Unlikely	Moderate	L	<ul style="list-style-type: none"> Tournament area boundary defined - double boundary ropes 1.5m apart required to ensure safe proximity from viewers Ensure the reenactor activity area has been safety surveyed by group Safety Marshal prior to activity commencing Safety Marshals on and around field during activity to keep public away and fighters notified of dangerous proximity – display to be halted where activity becomes dangerous All fighters adequately trained and approved by group administrations No 'sharp' weapons permitted on field Where possible, wrist straps on hand weapons All weapons checked prior to each performance to ensure they are in good repair Combat rules used and adhered to 	Event Organisers/ Training Officer/ Safety Marshals

					<ul style="list-style-type: none"> • First Aiders onsite 	
Target Archery & Combat Archery: Public viewing	<ul style="list-style-type: none"> • Public access archery area • Arrow Overshoots • Off target arrow that leaves site or enters non-combat areas • Rebounds from Armour • Possible Injury to member of public 	Unlikely	Moderate	L	<p>For all archery:</p> <ul style="list-style-type: none"> • Group approved rules and regulations in place and adhered to • Area boundary defined with large margin for safety - double boundary where possible • 5-10m overshoot distance from fence line • Multiple warning signs around area advise of arrow hazard • Public behind major fencing and boundaries • Safety Marshals onsite and monitoring viewers • Activity to halt immediately on directive from Marshal should viewers stray into target area • No public allowed behind target areas (i.e. no one behind the force being fired at) • All participants adequately trained and approved • First Aiders onsite <p>For Target Archery:</p> <ul style="list-style-type: none"> • Range must back onto a backstop such as a mound or fence <p>For Combat Archery specifically:</p> <ul style="list-style-type: none"> • Archery Combat Rules used and adhered to • One-way Projectile Combat (i.e. only one side have bows and arrows and can be positioned safely), or, secure and defined safe corridor 	Event Organisers/ Training Officer/ Safety Marshals
Musket & Cannon Fire - Viewing	<ul style="list-style-type: none"> • Public access firing area • Hot wadding • Percussion effect • Loud noise 	Unlikely	Moderate	L	<ul style="list-style-type: none"> • Area boundaries defined • 5-10m distance from viewing area • Public behind major fencing and temporary fencing line, Marshals in place to monitor • Immediate halt to activity if public access firing area • Group Safety Officers onsite • All group activity in accordance with any State regulations/permits • Weapons always fired at 30-degree angle up and away from people, with minimum Safety distances as per relevant State Government Firearms legislation and group safety rules • Wadding of firearms restricted as per group safety rules • Maximum levels of explosive material – in accordance with the firearm in use to be adhered to at all times • Adherence to maximum 'charges' in relation to decibel measures 	Event Organisers/ Training Officer/ Safety Marshals

					<ul style="list-style-type: none"> • Notification of potential 'loud gun firing noises' to viewers prior to firing via 'herald' or microphone • Request to event organisers for notification of cannon and musket fire to local residents • All participants adequately trained and approved. • All participants with weapons hold all relevant licenses and any relevant Government permits for Historical reenactment. • First Aiders onsite. 	
Other Firearms Scenarios - Viewing	<ul style="list-style-type: none"> • Public Access Scenario Site • Possible injury to public 	Rare	Major	H	<ul style="list-style-type: none"> • Area boundaries defined • 5-10m distance from viewing area • Public behind major fencing and temporary fencing line, Marshals in place to monitor • Immediate halt to activity if public access firing area • Group Safety Officers onsite • All group activity in accordance with any State regulations/permits • Weapons always fired at 30-degree angle up and away from spectators and participants, with minimum Safety distances as per relevant State Government Firearms legislation and group safety rules • All brass to be collected after scenario – no public to touch or keep the brass 	Event Organisers/ Training Officer/ Safety Marshals
Jousting - Viewing	<ul style="list-style-type: none"> • Public Access • Lance Shards at public • Horses in transit to and from performance area 	Unlikely	Low	L	<ul style="list-style-type: none"> • All public to be kept from area using fencing 5 – 10m from activity - double barrier where possible • Safety Marshals in place to prevent wayward viewers accessing activity area • Lance shards are balsa wood and are light and pose minimal risk to travelling the safety distance in a harmful fashion • First Aiders onsite. • Safety corridor (safety marshals and barriers) for horses and riders when in transit between performance areas and stabling areas 	Event Organisers/ Training Officer/ Safety Marshals
Mock Combat on Horses – Viewing	<ul style="list-style-type: none"> • Public Access • Horses in transit to and from • Sword fighting eg. broken sword sword falling from grip 	Unlikely	Low	L	<ul style="list-style-type: none"> • All public to be kept from area using fencing 5 – 10m from activity - double barrier where possible • Safety Marshals in place to prevent wayward viewers accessing activity area • All riders adequately trained and approved by group administrations for combat 	Event Organisers/ Training Officer/ Safety Marshals

					<ul style="list-style-type: none"> • Where possible, wrist straps on hand weapons • All weapons checked prior to each performance to ensure they are in good repair • Combat rules used and adhered to • Safety corridor (safety marshals and barriers) for horses and riders when in transit between performance and stabling areas <p>First Aiders onsite</p>	

B. TRAFFIC						
SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
Vehicles and travelling through sites	<ul style="list-style-type: none"> • Vehicles including bicycles, wagons etc • Pedestrians including marching groups travelling to display with equipment or weapons • Movement of animals through site 	Unlikely	High	L	<ul style="list-style-type: none"> • First Aiders onsite • Low speed limit (7kph or less) for vehicles onsite • Allocated safe driving routes only – liaise with event organisers • All vehicles travelling onsite to engage hazard lights • Groups and pedestrians with equipment or animals accompanied by path clearers moving ahead where possible 	Event Organiser/ Site Supervisor/ Safety Marshal
Loading and unloading equipment	<ul style="list-style-type: none"> • Pedestrians or other vehicles onsite • Poor lifting practices 	Low	Moderate	L	<ul style="list-style-type: none"> • Ensure all participants know relevant 'bump-in' and 'bump-out' procedures • All vehicles in loading areas to engage hazard lights • Allocated timings • All vehicles off site timings – strictly offsite when public is in attendance • Safe access to display spaces without obstructions • Group Safety Marshals to ensure loads are appropriate, with sufficient members to ensure safe carriage of equipment • Proper lifting and carriage techniques to be employed 	Group Officer/ Safety Marshal

C. ENCAMPMENTS, TEMPORARY STRUCTURES AND DISPLAYS						
SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
Living History Tents & Stalls	<ul style="list-style-type: none"> Guy Rope and Peg Trip hazard Tent Collapse or flip in high wind 	Low Unlikely	Minor Moderate	L L	<ul style="list-style-type: none"> Ropes kept off paths Flags used to mark ropes near walkways Ropes kept taut to reduce risk of tent collapse Pegs over solid parts of structure (eg Wooden A-frames) to secure/extra weights where possible or necessary Pegs well driven in or made obvious with markers Ensure pegs/keepers are appropriate to location eg. safety pegs in rocky ground Where very high winds make temporary structures unsafe, drop or dismantle 	Group Officer/ Safety Marshal
Shade Covers/Fly	<ul style="list-style-type: none"> Guy Rope Trip hazard Tent flip in high wind 	Low Possible	Minor Moderate	L M	<ul style="list-style-type: none"> Ropes kept off paths Flags used to mark ropes near paths Cover dropped or dismantled if high winds occur. 	Group Officer/ Safety Marshal
Static Displays	<ul style="list-style-type: none"> Public in encampments with access to displays Public in no-admission areas 	Low	Minor	L	<ul style="list-style-type: none"> Camp Marshals to be present at all times that public is in attendance – encampments not to be left unattended Displays to be sturdy and serviceable eg. sturdy display tables to be used to safeguard against collapse or bumping Keep no-access tents closed and secured Keep no-access displays roped off and secured – restrict access where necessary Walkways and accessible areas clear and obstacle free – keep visible or mark any obstacles to be avoided Dangerous articles such as sharps should be under control of member using, stored safely and securely when not in use 	Group Officer/ Safety Marshal
Crafting and Interactive Displays	<ul style="list-style-type: none"> Public Interaction with Displays – possible injury Public in no-admission areas 	Likely	Minor	M	<ul style="list-style-type: none"> Displays to be monitored and attended at all times the public is in attendance Dangerous articles such as sharps (eg awls, axes) should be kept under the control of the member running the display, and stored safely and securely when not in use Crafters should be adequately trained and experienced in their use of tools, and be wearing safety equipment where necessary 	Group Officer/ Safety Marshal

					<ul style="list-style-type: none"> Remember to take adequate breaks, alter your position, alleviate the risk of repetitive strain injury, and wear sun protection outside 	
Campfires, Open Flames and Forges	<ul style="list-style-type: none"> Public gaining access to food prep or crafting areas where fires are in use Burns Fire Spreads Flying sparks 	Possible Unlikely	Moderate Low		<ul style="list-style-type: none"> Where public are in attendance, firepits and other open flame areas must be cordoned off from public access Limit the number of pits/fireplaces for cooking and crafting All open flame must be monitored and controlled – do not leave open flames unattended Ensure all individuals handling flames are trained in what to expect, and what to do if an accident occurs First aid on hand – ensure group Fire monitor or Safety Marshal is aware of first aid burn procedures and is able to administer assistance. Seek further medical assistance if needed Pits or fireplaces should be deep enough to limit wind access Container of water close at hand to douse fire in emergency Recommended Fire Extinguisher at each event Liaison with event organiser on event Fire Plan Knowledge of event Fire Plan and procedure for all members Fire to be extinguished completely in the event of high winds or any Fire Danger warnings Compliance with all State or Local Government fire restrictions or recommendations 	Group Officer/ Safety Marshal
Group Food Preparation	<ul style="list-style-type: none"> Food poisoning Food allergies 	Possible	Moderate	M	<ul style="list-style-type: none"> Food handling accreditations met Where food allergies are requested, consult with participant to resolve Proper food preparation and adequate storage provided Appropriate serving implements Food handling requirements adhered to Where caterers are in use, liaise to ensure accreditation and appropriate food handling. 	Group Officer/ Safety Marshal

D. LIVING HISTORY ACTIVITIES						
SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
All Restricted activities	<ul style="list-style-type: none"> Injury to members 				<ul style="list-style-type: none"> All ALHF Controlled activities must have a full set of approved rules and safety regulations Ongoing training in safety and proficiency of various levels of participants 	Group Officers/ Safety Marshal/ Training Officer
Musket Fire	<ul style="list-style-type: none"> Spot fires Flash Burn injury to members 	Possible Unlikely	Medium Minor	M L	<ul style="list-style-type: none"> All group safety guidelines and rules followed All groups and members compliant with State Weapons Legislation Group Firearms Safety Marshal in attendance and safety briefs held prior to activity Only trained and authorised individuals permitted to participate – trainees under the supervision of experienced trainers Protective equipment such as suitable attire, ear plugs and safety glasses where necessary Flash guards recommended Close order firing limited Water in location for dousing any fires that may occur Water in location for serious conditions and First Aiders onsite Any leftover paraphernalia (powder papers, etc) removed from activity site and disposed of 	Event Organiser/ Group Officer/ Safety Marshal/ Training Officer
Cannon Fire	<ul style="list-style-type: none"> Spot fires from wadding Flash Burns 	Possible Unlikely	Medium Minor	M L	<ul style="list-style-type: none"> All group safety guidelines and rules followed All groups and members compliant with State Weapons Legislation Group Firearms Safety Marshal in attendance and safety brief held prior to activity Only trained and authorised individuals permitted to participate – trainees under the supervision of experienced trainers Protective equipment such as ear plugs and safety glasses where necessary Water in location for dousing any fires that may occur Water in location for serious conditions and First Aiders onsite 	Event Organiser/ Group Officer/ Safety Marshal/ Training Officer

					<ul style="list-style-type: none"> Any leftover paraphernalia (containers, papers, etc) removed from activity site and disposed of 	
Use of Other Firearms in Scenarios	<ul style="list-style-type: none"> Injury to members 				<ul style="list-style-type: none"> All group safety guidelines and rules followed All groups and members to be compliant with State Weapons legislation Group Firearms Safety Marshal in attendance and safety brief held prior to activity Group to go through scenario walk through and establish safe firing lines Public to be advised clearly before scenario begins to remain behind safety lines All weapons owned by Group members are to be maintained and cleaned Any weapons used but not owned by Group members are only to be hired from the approved and licensed armourer All blank rounds to be kept in group locked security box and kept away from public All blank rounds to be handed out away from the public All brass to be collected after scenario – no public to touch or keep the brass 	Event Organiser/ Group Officer/ Safety Marshal/ Training Officer
Metal Weapons Re-enactment	<ul style="list-style-type: none"> Sword Snap Shield Splinter Missed place hit location Heavy shots Slip on wet grass Dehydration Trips 	<ul style="list-style-type: none"> Unlikely Unlikely Possible Possible Possible Possible Possible 	<ul style="list-style-type: none"> Minor Minor Minor Minor Moderate Moderate Moderate 	<ul style="list-style-type: none"> L L L L M M M 	<ul style="list-style-type: none"> First Aiders onsite Groups and members to be compliant with State weapons legislation in relation to prohibited weapons Reschedule or cancel combat performance if grass is wet or weather conditions are bad. Water available for participants at all times All participants trained, qualified and passed to participate All equipment/weapons checked prior to training or display Appropriate equipment for purpose only to be used Protective equipment including historical armour according to group safety guidelines and regs worn Combat rules in place and adhered to Halt to activity in the event of an accident Ensure corresponding safety standards in all group/intergroup activity 	Group Officer/ Safety Marshal/ Training Officer

Participant Risks- Old Age	<ul style="list-style-type: none"> • Overexertion • Increased frequency of injury • Major illness/death 				<ul style="list-style-type: none"> • Participant self assessment • Ongoing assessment with Training Officer • Advisement of any health issues to group • Seek medical advice/ emergency services in case of incident 	
Participant Risks - Pregnancy	<ul style="list-style-type: none"> • Injury to mother or unborn child • Loss of unborn child 				<ul style="list-style-type: none"> • Seek medical advice before undertaking activity • Work with Training Officer to identify risks in activity • Modify and adapt participation levels and activities 	
Participant Risks- Youth or Immaturity	<ul style="list-style-type: none"> • Inadequate supervision • Non-adherence to instruction or supervision • Mismatch in skill • Possible Injury 				<ul style="list-style-type: none"> • Adherence to group rules in regards to youth – age limits? • Focus Proficiency and safety • Assessment by Training Officer on ongoing basis • Consultation with parents where needed • Appropriate matching of skill levels during activity 	
Archery Combat	<ul style="list-style-type: none"> • Bow Snap • Bow string breaks • Missed place hit location • Heavy shots • Slip on wet grass • Dehydration • Trips • Arrow shatters / breaks • Blunt tip comes off 	<p>Unlikely Unlikely Possible Possible Possible Possible Possible Unlikely Rare</p>	<p>Minor Minor Minor Minor Moderate Moderate Moderate Moderate Major</p>	<p>L L L L M M M L H</p>	<ul style="list-style-type: none"> • First Aiders onsite • Reschedule or cancel performance if grass is wet or weather conditions are bad • Water available for participants at all times • All bows and arrows inspected by Range safety Marshal prior to activity • All arrows covered with fibre glass tape to inhibit splitting • All arrows checked after firing for breaks • All blunts checked after each firing for breaks and cracks • All participants trained and qualified to participate • Protective equipment including historical armour according group safety guidelines and combat rules to be worn – face or eye protection worn where blunts are in use • Bow poundage and projectiles checked before each use • All group Safety Guidelines and recommended Combat rules followed. 	<p>Group Officer/ Safety Marshal/ Training Officer</p>

E. DANGEROUS GOODS

SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
Black Powder Storage	<ul style="list-style-type: none"> • Fire in storage area • Powder explosion • Unauthorised access 	Unlikely Rare	Very High Extreme	H H	<ul style="list-style-type: none"> • All relevant legislative requirements regarding the security and storage of prohibited weapons followed • Area is isolated from any flames or heat • Area is marked with red flags or other recognised markers indicating it as a storage area • Where possible, 2 lockable and locked doors to gain entry to storage • Any windows heavily barred • Powder stored in a locked box – ammunition and firearms stored separately • Fire extinguishers accessible in vicinity • Only designated Safety Officers have access to explosive material • Where relevant, State or Territory OHS Authority notified but no permit required. • Local fire authorities notified and where possible check and clearance of area by them prior to the event. • All handlers of powder are qualified and licensed according to any relevant legislation. 	Event Organiser/ Group Officer/ Safety Marshal/ Training Officer
Black Powder Usage	<ul style="list-style-type: none"> • Weapon explosion • Ammo Pouch Sparks 	Unlikely Unlikely	Very High Very High	H H	<ul style="list-style-type: none"> • Weapons fired only in designated areas away from public for public safety • Cartridges of low volume at 90grains max • Water buckets accessible in close proximity to use • State or Territory OHS Authority notified but no permit required • All handlers of powder are qualified and licensed according to any relevant legislation 	Event Organiser/ Group Officer/ Safety Marshal/ Training Officer
Ammunition for long arms and small arms	<ul style="list-style-type: none"> • Theft by member of public for criminal use • In case of fire potential for explosion 	Unlikely	Very High	H	<ul style="list-style-type: none"> • All relevant legislative requirements regarding the security, handling and storage of prohibited weapons followed 	Safety Marshal

F. NOISE

SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
Musket and Cannon Fire	<ul style="list-style-type: none"> Higher noise levels than acceptable to nearby residents. 	Possible	Minor	L	<ul style="list-style-type: none"> Leaflet drop done to all residents in the area notifying them of the event and the noise Performances limited to between 9am and 5pm each day, or within local council or event restrictions Police notified of use of muskets and cannons during event according to relevant legislation requirements 	Group Officer/ Safety Marshal/ Training Officer
Camping on site overnight	<ul style="list-style-type: none"> Noise by members staying on site overnight. 	Possible	Minor	L	<ul style="list-style-type: none"> Groups notified that noise is to decrease after 10pm 'Master-at-Arms' or similar designated 'Noise and behaviour' Officer from each group, (or an agreed overall person), onsite and responsible for the control of members noise levels after hours 	Group Officer/ Safety Marshal

G. DRUG AND ALCOHOL

SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
Alcohol consumption	<ul style="list-style-type: none"> • Inappropriate Drunken behaviour – reputation of member group and/or ALHF • Dangerous behaviour possibly resulting in injury • Intoxicated participants trying to take the field 	Possible	Minor	L	<ul style="list-style-type: none"> • Group rules in place to govern social drinking • Group processes in event of member drunkenness • Group Officers to intercede where repeated incidents outside of rules occur • Consumption of alcohol at public events while public is in attendance discouraged • Zero tolerance for alcohol before or during restricted activities • Intoxicated individuals must not take part in restricted activities 	Group Officer/ Safety Marshal/ Training Officer
Use of recreational drugs	<ul style="list-style-type: none"> • Inappropriate behaviour – reputation of member group and/or ALHF • Dangerous behaviour possibly resulting in injury • Drugged participants trying to take the field 	Possible	Minor	L	<ul style="list-style-type: none"> • The use of illegal drugs at ALHF activities is strictly prohibited • Zero tolerance for use of illegal drugs at any time – this is to be reflected in group rules and processes • Group officers to intercede where incidents occur • Illegal drug use may lead to the termination of ALHF membership 	Group Officer/ Safety Marshal

H. TEMPORARY AMENITIES & THIRD PARTIES

SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
Power Leads	<ul style="list-style-type: none"> • Trip hazard 	Low	Minor	L	<ul style="list-style-type: none"> • Power leads on the ground to be taped or covered to prevent tripping • Where possible move leads overhead • Power leads should be in good working condition, and have been tested and tagged 	Event organiser
Vendor Stalls and Displays	<ul style="list-style-type: none"> • Trip hazards • Unsafe temporary structures • Unsafe product displays 	Low	Moderate	L	<ul style="list-style-type: none"> • Ropes from stalls and stands kept off paths • Flags used to mark ropes near walkways • Ropes kept taut to reduce risk of tent collapse • Pegs over solid parts of structure to secure/extra weights where possible or necessary • Pegs well driven in or made obvious with markers • Ensure pegs/keepers are appropriate to location eg. safety pegs in rocky ground • Where very high winds make temporary structures unsafe, drop or dismantle • Product tables to be kept safe and sturdy ie don't overload and suitable to purpose • Third party vendors must have their own Public Liability Insurance 	Event Organiser
Food Vendors	<ul style="list-style-type: none"> • Food poisoning 	Possible	Moderate	M	<ul style="list-style-type: none"> • Food handling accreditations met • Proper food preparation and adequate storage provided • Appropriate serving implements • Food handling requirements adhered to • Local Council and all relevant Government Food handling permits and accreditations acquired • Third party vendors must have their own Public Liability Insurance 	Event Organiser
	<ul style="list-style-type: none"> • 				<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

I. DISPLAY AND USE OF ANIMALS						
SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
Displays with Animals	<ul style="list-style-type: none"> Injury to Public 	Low	Moderate	L	<ul style="list-style-type: none"> Members are expected to display only with animals they know to be suited in temperament to display situations Ensure animals are segregated from the public when not on display Only allow displays with animals when there is a trained/experienced handler to accompany them Ensure when animals are being moved here is safe passage and experienced handlers/Marshals Meet and greets with animals should be conducted in safe conditions and at a safe distance pertinent to the animal in question – handlers are to always be in control of the animal and be able to ensure the public approaches in a safe manner All animals can potentially react to noise, movement or perceived threat – be alert and prepared to act If an animal is showing signs of stress, ill health or unruliness, they are to be removed from the display Never put the public at risk – if an unsafe situation is perceived, withdraw the animal immediately 	Group Officer/ Safety Marshal
	<ul style="list-style-type: none"> Mistreatment of or Injury to Animals 	Low	Moderate	L	<ul style="list-style-type: none"> Ensure animals are provided with a safe space away from the public when not on display In adverse (very hot or wet) weather conditions, displays with animals should be cancelled or postponed Adequate shelter, food and hydration for the type of animal in question should be provided If an animal is showing signs of stress, ill health or unruliness, they are to be removed from the display and tended immediately Never put the public or the animal at risk – if an unsafe situation is perceived, remove the animal from the situation immediately Animals must not be mishandled or mistreated 	Group Officer/ Safety Marshal

J. HEALTH RISKS - CONTROL OF COMMUNITY SPREAD OF INFECTIOUS DISEASES (INC COVID-19) FOR EVENTS						
SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
Advise potential attendees of COVID-19 concerns and expectations	<ul style="list-style-type: none"> Attendees unaware of risk and do not observe safety protocols 	Possible	Moderate	M	<ul style="list-style-type: none"> Devise/adopt a safety protocol process and distribute information, including any provisions attendees are required to have with them such as hand sanitiser, hand wipes, tissues, soap, own water if necessary, wipes or suitable sprays for communal surfaces, etc, and advice and information about basic measures to avoid contagion such as contactless interaction, social distancing, avoiding gatherings when unwell, avoid touching your own face, etc. Make all potential attendees aware of safety protocols and make them accessible by sending in written format directly to members, sharing on group website and social media platforms for ready access prior to gatherings Appoint a group rep to oversee protocols and ensure processes are adhered to at your gathering. 	Event Organiser/ Group Officer/ Safety Marshal/
Attendee presents with cold/flu symptoms at gathering	<ul style="list-style-type: none"> Potential viral contagion either prior to or during event 	Possible	Moderate	M	<ul style="list-style-type: none"> Require attendee to return home Request that attendee keep group leaders informed as to their symptoms developments/testing Advise members in attendance to be diligent in monitoring possible development of symptoms and discuss any developments with their GP, and report to group. 	Event Organiser/ Group Officer/ Safety Marshal/
Prevention measures during event	<ul style="list-style-type: none"> Lack of facilities for preventative measures 	Possible	Moderate	M	<ul style="list-style-type: none"> For the regular washing of hands: Ensure gathering locale has facilities to wash hands – if not, provide hand sanitiser for general use, or require members to bring their own. Having extra is a good idea) Surface cleanliness: 	Event Organiser/ Group Officer/ Safety Marshal/

					<p>Identify communal surfaces to be kept wiped and disinfected, eg:</p> <p>Tables</p> <p>Taps and basins</p> <p>Toilet door handles</p> <p>Ensure surfaces are cleaned before and after gathering</p> <p>• Equipment</p> <p>Avoid sharing equipment where possible</p> <p>Where shared equipment cannot be avoided, it is to be cleaned before handling, and at end of session, and where appropriate through session.</p>	
Attendee reports a positive COVID result	<ul style="list-style-type: none"> • Viral spread risk to other members at the gathering 	Possible	Moderate	M	<ul style="list-style-type: none"> • Advise other members at gathering of the positive result. • Have members communicate with their GP or COVID Hotline about the risk, and enquire about testing • Members to follow recommendation of GP or COVID Hotline with regards to isolation 	Event Organiser/ Group Officer/ Safety Marshal/

K. CAMPING AND WEATHER

SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
Evaluation of Landscape	<ul style="list-style-type: none"> Unsafe or perilous elements such as bodies of water, unstable earthworks, etc 				<ul style="list-style-type: none"> Peruse and evaluate surrounding landscape for accessibility, emergency exit, firm level ground, visibility. 	Group officer/ Safety Marshal
Open Bodies of Water	<ul style="list-style-type: none"> Slip/fall into water Fatigue while swimming Drowning 	Unlikely	Major	H	<ul style="list-style-type: none"> Inspect and identify any high-risk areas for slippage and provide barriers All participants to remain 5m from water's edge unless engaged in specific scheduled or supervised activity Fishing and swimming with permission All children to be directly supervised around water First aiders onsite 	Group Officer/ Safety Marshal
Weather	<ul style="list-style-type: none"> Inclement Weather Hydration and Sun Protection 	Possible Possible	Minor Minor	L L	<ul style="list-style-type: none"> Ensure group participants have the correct equipment for hot or cold weather Water available for all members Ensure the use of sunscreen and hats when exposed to sun Always observe local restrictions and danger warnings 	Group Officer/ Safety Marshal/
Nature	<ul style="list-style-type: none"> Natural Elements Falling branches Hazardous Flora 	Possible	Moderate	M	<ul style="list-style-type: none"> Safety inspection of encampment site Identify hazardous plants or potential branch fall Allocate safe spaces and educate group members 	Group Officer/ Safety Marshal/
Wildlife	<ul style="list-style-type: none"> Potential disturbance of or encounter with wildlife 	Unlikely	Moderate	L	<ul style="list-style-type: none"> First Aiders onsite Inspect site and be alert Ensure a well-stocked and in-date first aid kit including antihistamines and pressure bandages 	Group Officer/ Safety Marshal/

L. ADMINISTRATIVE RISKS						
SPECIFIC TASK / ACTIVITY	POTENTIAL HAZARDS	RISK RATINGS (REFER MATRIX)			CONTROL MEASURES	RESPONSIBILITY
		L/P	C/I	R		
Noncompliance with legislative requirements for incorporation	<ul style="list-style-type: none"> Lack of adherence to and implementation of Constitution – fines, reputation, loss of or limitation of insurance 	Rare	Moderate	L	<ul style="list-style-type: none"> Review of Constitution against Incorporations Act. Familiarity with Constitutional content Adherence to Constitutional requirements and processes Seek skilled/professional assistance or advice where necessary 	Group Officer
Inappropriately applied disciplinary action of ALHF members – unjust or insufficient	<ul style="list-style-type: none"> Reputation Risk of Litigation Injury to members 	Rare	Moderate	L	<ul style="list-style-type: none"> Ensure disciplinary policy is developed/in place Ensure appeals and review policies developed/in place 	Group Officer/ Safety Marshal
Loss of data/records	<ul style="list-style-type: none"> Current records loss or corruption impacting the operations of ALHF groups Possible financial cost in replacement Administrative time 	Possible	Moderate	M	<ul style="list-style-type: none"> Develop data management and storage processes and policies Provision of equipment for storage, sharing and passing on of records Process to avoid malicious interference with storage of data 	Executive – President/Secretary/Treasurer
Fraud/defalcation	<ul style="list-style-type: none"> Misappropriation of funds, financial loss 	Unlikely	Moderate	M	<ul style="list-style-type: none"> Processes in approval of expenditure and moving of funds 	Executive – President/Secretary/Treasurer

ALHF RISK ASSESSMENT DOCUMENT: Document Under Review May 2020		
Document Adopted:	Date:	By:
Document Reviewed:	Date:	By: